

Board of Corrections

Compliance Documentation for Jails and Lockups

6VAC15-40-30. Requirement for Written Statement – The facility shall have a written statement discussing its philosophy, goals and objectives.

Compliance Documentation:

- Review written statement
- Policy must contain philosophy, goals and objectives
- Interview staff

Discussion: The facility's philosophy, goals and objectives should address programs and services that are available in the facility. Goals facilitate decision-making. Measurable objectives facilitate the process of program review, monitoring and evaluation.

6VAC15-40-40. Policy and Procedures Manual – Written policy and procedures shall be maintained and shall be available 24 hours a day to all staff. The facility's policies and procedures shall be reviewed every 12 months by administration and updated to keep current with changes.

Compliance Documentation:

- Review written policy and procedure manual
 - Document availability to staff
 - Review documentation of 12 month review for a three year period (12 months requires reviews to be completed no later than the last day of the same month each year)
 - Interview staff
- (See definition of policy and procedures manual)

Discussion: A frequent and thorough review of all official publications (i.e., regulation, policies, procedures, post orders, emergency plans, orientation handbooks, manuals, etc.) will ensure that they remain appropriate and continue to contribute to the effective administration and operation of the facility. A regular review of these materials should facilitate the formal incorporation of various changes throughout the year, prevent the disorganized accumulation of a series of memoranda and assist in decision-making regarding previously discussed but unresolved matters. Detailed manuals of standard operating procedures assist employees in successfully carrying out their assignments and help ensure overall conformance to facility policy and procedure.

6VAC15-40-50. Chief Executive Officer – Written policy shall provide that each facility shall be headed by a single chief executive officer to whom all employees and functional units are responsible.

Compliance Documentation:

- Review written policy
- Review organizational chart (if applicable)
- Interview staff

Discussion: None

6VAC15-40-60. Annual Report – A written annual report of the availability of services and programs to inmates shall be reviewed and provided to the sentencing courts and be provided to relevant community agencies.

Compliance Documentation:

- Review annual report (note this standard is annual not 12 months)
- Interview staff

Discussion: The operation of the facility affects and is affected by agencies and groups within the community. Interaction with these organizations creates a forum for coordination and cooperation.

6VAC15-40-70. Release of Information – Written policies and procedures covering the release of information shall be developed in accordance with the Regulations Relating to Criminal History Record Information Use and Security (6VAC20-120-10 et seq.) as promulgated by the Criminal Justice Services Board.

Compliance Documentation:

- Review written policy and procedure
- Review dissemination log (if applicable) Regulations require the following fields: a) Date of inquiry; (b) Requesting agency name and address; (c) Identifying name and number (either FBI or state identification number of record subject, or notification of “no record found”); (d) Name of requester within the agency requesting criminal history record information; and (e) Name of disseminator (officer or civilian who provides the criminal history record information to the requester).
- Interview staff

Discussion: “Correctional status information” means records and data concerning of a convicted person’s custodial status, including probation, confinement, work release, study release, escape or termination of custody through expiration of sentence, parole, pardon or court decision. This is not considered criminal record information and does not need to be recorded in a log.

“Criminal history record information” means records and data collected by criminal justice agencies on adult individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information or other formal charges and any disposition arising there from. The term shall not include juvenile record information, which is controlled by Chapter 11 (§ 16.1-226 et seq.) of Title 16.1 of the Code of Virginia, criminal justice investigative information or correctional status information.

6VAC15-40-80. Current and Accurate Inmate Records – Written policy, procedure and practice shall ensure that inmate records are current and accurate.

Compliance Documentation:

- Review written policy and procedures
- Review inmate records (see 6VAC15-50-90 to determine number)

Discussion: In order to ensure file material is current and accurate it is suggested that the facility policy include time frames for filing/recording pertinent information. Current and accurate information enables staff to make informed decisions based on all available information that may impact custody, housing, program involvement and release. Additional safeguards for record maintenance and destruction/storage including schedules and time frames for such action can be obtained through the Library of Virginia.

6VAC15-40-90. Content of Personal Inmate Records – Personal records shall be maintained on all inmates committed or assigned to the facility. These records shall contain, but not be limited to:

1. Inmate data form;
2. Commitment form or court order, or both;
3. Records developed as a result of classification;
4. All disciplinary actions or unusual incidents;
5. Work record and program involvement;
6. Copies of inmates’ property expenditure records and receipts.
7. Victim notification when required.

Compliance Documentation:

- Policy must address all 7 elements of the standard
- Review inmate records (can be paper files or automated records) –

Population	Records Reviewed
1-35	5 minimum
36-99	10 minimum
100-299	15 minimum
300 and over	20 minimum
- Documentation of victim notification (if applicable)

- Review record storage procedures
- Interview staff

Discussion: Inmate records should be stored and maintained securely and in good order at each facility to facilitate timely access by staff while ensuring proper privacy of such records. Adequate maintenance of inmate records is essential to ensure that all data pertaining to inmates is accurate and uniform. For the purpose of this standard, work involvement excludes work release, but includes work force and trusty programs. Work assignments and program involvement should include documentation of program/work assignments, changes, removals and completion dates, to ensure an accurate record is maintained on each inmate. This information may be contained in more than one record.

6VAC15-40-100. Daily Logs – The facility shall maintain a daily log(s) that records the following information:

1. Inmate count and location;
2. Intake and release of inmates;
3. Entries and exits of physicians, attorneys, ministers and other non-facility personnel.
4. Any unusual incidents such as those that result in physical harm to, or threaten the safety of, any person or the security of the facility.

Compliance Documentation:

- Review daily count sheets (at least one formal count per 24 hour period)
- Review intake and release records
- Review professional log
- Review incident reports/logs
- Interview staff

Discussion: Sound correctional practices include accountability for all inmates within the custody of the jail. To ensure the security of the facility and public safety, formal counts, which require the inmate to be physically observed, or his location noted, as well as, informal counts, should be performed periodically throughout the day. All intake and release of inmates must be recorded and should be accurately reflected in the count. All individuals entering and exiting the facility must be accurately recorded.

6VAC15-40-110. Serious Incident Reports – A report setting forth in detail the pertinent facts, of deaths, escapes, and discharging firearms shall be reported to the Local Facilities Unit, Department of Corrections, or designee. The initial report should be made within 24 hours with a full report submitted at the end of the investigation.

Compliance Documentation:

- Review serious incident reports
- Verification of initial reporting of incident within 24 hours to the Local Facilities Unit
- Interview staff and/or Local Facility Manager

Discussion: The first notification to the Local Facilities Unit may be done by telephone or fax. Date, time and to whom the information was reported should be kept on file at the facility. Escapes include all local responsible inmates, state responsible inmates and work release inmates. Inmates returned to custody within a short time span should also be reported.

6VAC15-40-120. Classification -

A. Written policy, procedure and practice shall ensure the following:

1. Classification of inmates as to level of housing assignment and participation in correctional programs;
2. Separate living quarters for males, females and juveniles;
3. Inmates are not segregated by race, color, creed or national origin;
4. Security permitting, equal access to all programs and activities, through separate scheduling, or other utilization of combined programs under supervision; and
5. Any exception to the above to be documented in writing.

B. If the facility is using objective classification, then the following shall be followed:

1. Classification is conducted upon intake and prior to final housing assignment;
2. Classification determines the custody level and housing assignment;
3. Classification is conducted through prisoner interviews and the use of data collection instruments or forms, which are maintained on file;
4. Classification instruments enable objective evaluation and/or scoring of:
 - a. Current offenses
 - b. Prior convictions
 - c. History of assaultive behavior
 - d. Escape history
 - e. Prior institutional adjustment
 - f. Court status and pending charges
 - g. Mental health or medical treatment history or needs
 - h. Identified stability factors
5. The classification system includes administrative review of decisions; periodic reclassification and override procedures, that are documented and maintained on file;
6. The classification system addresses both the potential security risk posed and treatment needs of the inmate;
7. Male, female and juvenile inmates are housed separately;
8. Inmates are not segregated by race, color, creed or national origin.

Compliance Documentation:

- Review written policy and procedures
- Review classification documents
- Review eligibility requirements for Work Force (see §53.1- 128 - §53.1-131 of the Code of Virginia) and trusty program participants
- Observation of housing units
- Review any exceptions to the above
- Interview staff/inmates

Discussion: A sound classification system can improve the overall operations of the facility by reducing incidents, identifying both housing and program needs for inmates and increase utilization of staff in units where security is most needed. Male and female inmates must have separate and distinct living quarters, which provide for sight and sound separation to the extent possible for privacy, maintain individual integrity and ensure facility order and security. However, both sexes shall have equal access to facility program space and opportunities. With appropriate security consideration, mutual program activities are permissible. Juvenile housing is mandated and must be in Compliance with §16.1-249 of the Code of Virginia.

6VAC15-40-130. Written Grievance Procedure – A written grievance procedure shall be developed and made available to all inmates with the following elements:

1. Grievances shall be responded to within nine work days of receipt;
2. Written responses including the reason for the decision shall be made to all grievances;
3. A review shall be made by someone not directly involved in the grievance;
4. All inmates shall have access to the procedures with guaranty against reprisal; and
5. All inmates shall be afforded the opportunity to appeal the decision.

Compliance Documentation:

- Review written policy and procedure/handbook
- Elements 1-5 must be included in the written policy
- Review grievances
- Review appeals
- Interview staff/inmates

(Team must determine suitability of procedures to insure inmate access to grievance procedure)

Discussion: The inmate grievance procedure is a mechanism for inmates to resolve complaints, which can minimize the possibility of costly litigation. It can provide administrators a means to assess potential problems in existing policies, practices and personnel and, if necessary, correct those areas in a timely manner. Inmates, who abuse or misuse the grievance procedure maybe restricted in accordance with facility policy, provided sufficient documentation for the alleged abuse/misuse is documented.

6VAC15-40-140. Awareness of Programs – The facility administrator or designee shall make each inmate aware of available programs.

Compliance Documentation:

- Review inmate handbook/orientation packet/program schedule
- Interview staff/inmates

Discussion: Effective programming increases the safe and secure operation of jails by constructively occupying inmate time and by offering inmates the opportunity to learn positive in-jail behaviors and skills that support law abiding behavior upon release.

6VAC15-40-150. Inmate Exercise – Written policy, procedure, and practice shall provide that all inmates have access to regular physical exercise. Any exception shall be documented in writing. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review logbooks, recreation sheets, etc.
- Review documentation of exceptions
- Interview staff/inmates

(A minimum of one hour per week)

Discussion: Regular physical exercise assists in reducing tensions and boredom and encourages constructive use of leisure time activities. Physical exercise contributes to the basic health of the inmate population.

6VAC15-40-155. Access to Recreational Activities – Written policy, procedure and practice shall provide inmates access to recreational activities.

Compliance Documentation:

- Review written policy and procedure/inmate handbook/schedules
- Observation
- Interview staff/inmates

Discussion: Varied opportunities should be made available to all inmates for participation in recreational activities. Recreation can reduce tensions and boredom, encourage the creative use of leisure time and ensure basic health. Recreational activities may include access to TVs, radios, board games, etc.

6VAC15-40-160. Written Procedures for Release Program Eligibility Criteria – Written procedures outlining the eligibility criteria for participation in a work release, educational release, electronic monitoring or rehabilitation release program shall be developed by each facility with a work release, educational release, electronic release or rehabilitation program. Offenders shall meet the established eligibility requirements prior to being released to participate in the program.

Compliance Documentation:

- Review written eligibility criteria/court order
- Court notification document
- Review work release, educational release rehabilitation release (Code of Virginia §53.1-131) and electronic monitoring (Code of Virginia §53.1-131.2) case file for compliance with criteria
- Regional Jails must provide documentation of sheriff's delegation of authority for work release assignment/or sheriff approval
- Interview staff

Discussion: Release to community-based programs provides opportunities for a supervised and gradual reintegration into the community. For non-court order placements the court or commonwealth attorney shall be notified in writing in accordance with §53.1-131 of the Code of Virginia.

"Work release" means full-time employment or participation in suitable vocational training programs.

"Rehabilitation program" includes an alcohol and drug treatment, mental health program, family counseling, community service or other community program approved by the court having jurisdiction over the offender.

"Educational program" means a program of learning recognized by the State Council of Higher Learning, the State Board of Education or the State Board of Corrections.

6VAC15-40-170. Written Procedures for Accountability of Participants – Written procedures shall ensure the accountability of participants and provide for supervision in the community. Such procedures shall include at a minimum:

1. Provisions for a daily inmate count;
2. Methods for determining and identifying inmates who are authorized to leave the facility;
3. Provisions for a controlled sign-out and sign-in process; and
4. Methods of verifying the inmate's location within the community, both by telephone and random field visits.

Compliance Documentation:

- Review written accountability/supervision procedures
- Review sign out/in logs
- Review documentation telephone/field visits (a minimum of one contact by telephone or field visit per week for each inmate assigned to the program)

- Interview staff/inmates

Discussion: An effective work release program provides strict rules for identification of those inmates allowed to leave the facility. This can be done with the use of I.D. cards, wristbands or pictures (either paper copy or computerized). Sign-in/out procedures assist in increased compliance with established rules and regulations and heighten public safety.

6VAC15-40-180. Conditions for Offender Participation in a Work Release Program – Offender participation in a work release program shall conform to the following specific conditions unless ordered otherwise by an appropriate court:

1. Participation by an inmate shall be on a voluntary basis;
2. The following conditions shall be met where the employer has a federal contract.
 - a. Representatives of local union central bodies or similar labor union organizations shall have been consulted;
 - b. Employment shall not result in the displacement of employed workers, or be applied in skills, crafts or trades in which there is a surplus of available gainful labor in the locality, or impair existing contracts for services; and
 - c. Rates of pay and other conditions of employment shall not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed.

Compliance Documentation:

- Review documentation to determine whether an employer has a federal contract
- Review court order (if applicable)
- Interview staff/inmates

Discussion: Many facilities include provisions in #2 within the employer agreement to ensure compliance with this standard.

6VAC15-40-190. Conditions for Offender Participation in Educational Release or Rehabilitative Release Program – Offender participation in an educational release or rehabilitative release program shall conform to the following specific conditions unless ordered otherwise by an appropriate court:

1. Participation by the inmate may be voluntary or court ordered;
2. Meetings or classes shall be on a regularly scheduled basis; and
3. Other conditions shall not be more restrictive on the offender than those required by other participants.

Compliance Documentation:

- Review court order, records and/or correspondence

- Review inmate records
- Interview staff

Discussion: Definitions of and requirements for educational or rehabilitative release programs are outlined in §53.1-131 Code of Virginia that states in part, “work release participants may participate in educational or other rehabilitative programs designed to supplement work release employment. The court shall be notified in writing of the location of any educational or rehabilitative program in which the offender participates.”

6VAC15-40-200. Furlough – Participants in the work release, educational release or rehabilitative release programs may be considered for furlough. Written procedures shall govern the granting of furloughs, in accordance with the provisions of §53.1-37 of the Code of Virginia.

Compliance Documentation:

- Review written furlough procedures
- Review facility records/logs
- Interview staff/inmates

Discussion: In accordance with §53.1-132 of the Code of Virginia, the jail may permit work release participants a furlough for the purpose of visiting home or family. Such furlough shall be for a period to be prescribed by the facility policy, not to exceed three days in length at any one time. This standard does not apply to furloughs granted by the sentencing court for other reasons such as medical, funeral, etc.

6VAC15-40-210. Earnings – Written procedures shall be developed to ensure the accountability of all earnings received, disbursed, to whom and reason on behalf of the participant. Procedures shall be in accordance with §53.1-131 of the Code of Virginia.

Compliance Documentation:

- Review written accountability procedures
- Review financial records and/or inmate accounts
- Interview staff/inmates

Discussion: In accordance with §53.1-131 of the Code of Virginia, any wages earned pursuant to this section by an offender may, upon order of the court, be paid to the director or administrator of the program after standard payroll deduction required by law. Distribution of such wages shall be made for the following purposes: (1) To pay an amount to defray the cost of his keep, (2) To pay travel and other such expenses made necessary by his work release employment or participation in an educational release, (3) to provide support and maintenance of welfare or social services or the Commission of Social Services

as appropriate, on behalf of dependents who are receiving public assistance, (4) To pay any fines, restitution or costs as ordered by the court.

6VAC15-40-220. Removing Participants from Program – Written procedures shall establish the criteria and process for removing a participant from the program.

1. Procedures shall include provisions for an impartial hearing for the participants.
2. Procedures shall include provisions for the appeal of the removal.
3. Documentation shall reflect that this information was explained to all participants when they were assigned to the program.

Compliance Documentation:

- All 3 elements must be included in the policy
- Review procedures for removal
- Review documentation of removal/court order
- Interview staff/inmates

Discussion: Removal from the program must ensure all due process rights have been afforded the inmate. Removal by court order is sufficient to meet the requirements of this standard.

6VAC15-40-230. Written Agreement with Director – Each facility having a work release, educational release or rehabilitation release program that includes state offenders as defined in §53.1-20 of the Code of Virginia shall have a written agreement with the director.

Compliance Documentation:

- Review written agreement (if applicable)
- Interview staff

Discussion: Facilities who formally request to retain state responsible inmates for work release, must sign a DOC Work Release Agreement. This applies also to jails participating in the Jail Contract Bed Work Release Program.

6VAC15-40-240. Offender Participation in Compliance with Appropriate Criteria and Approval – State offenders assigned to a work release, educational release, or rehabilitation release program shall meet the Department of Corrections' work release criteria and be approved by the department's Central Classification Board and the department's management review process pursuant to a written agreement as provided in accordance with §53.1-131 of the Code of Virginia.

Compliance Documentation:

- Letter of approval from Central Classification Services and/or facility's letter of request to place inmate on Jail work release
- Court order (if applicable)
- Review work release records

Discussion: A state responsible inmate may be placed on work release if they meet the facility's criteria. A letter requesting inmate assignment to the jail should be submitted as soon as a determination has been made to continue work release participation. Inmates assigned through the JCB program are approved by the DOC prior to placement.

6VAC15-40-250. Participation in Religious Services or Counseling – Written policy, procedure and practice shall allow inmates to participate voluntarily in available religious services or counseling of their choice during scheduled hours within the facility.

Compliance Documentation:

- Review written policy and procedures/inmate handbook
- Review schedule/logs
- Observe space
- Interview staff/inmates

Discussion: The constitutional right to pursue any lawful and legitimate religious practice must be guaranteed to all inmates consistent with maintaining the order and security of the facility. All recognized religions must be accorded equal status and protection. The determination of a recognized faith by jail officials in conjunction with the facility chaplain should consider whether there is a body of literature stating specific religious principles and whether the practices are recognized by a group sharing common ethical, moral or intellectual views.

6VAC15-40-260. Social Services and Volunteer Programs – Where volunteers provide direct services to inmates in the facility, written policies and procedure shall describe each available service or program. The facility shall secure and support available social services and volunteer programs from the community.

Compliance Documentation:

- Review written policy and procedures/inmate handbook
- Review schedule/logs
- Interview staff/inmates
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Discussion: The utilization of volunteers can assist facilities in meeting their goals and objectives by providing programs and services that otherwise may not be available.

6VAC15-40-270. Coordination of Volunteer Program – The volunteer program shall be coordinated and administered in accordance with written policies and procedures. Each volunteer shall sign a statement agreeing to abide by facility rules and regulations.

Compliance Documentation:

- Review written policy and procedures
- Review signed volunteer statements

Discussion: To ensure the security of the facility and safety of the volunteers, prior to providing services, all volunteers must be made aware of and agree to abide by the rules and regulations of the facility. It is recommended that volunteers complete an orientation process.

6VAC15-40-280. Availability and Administration of Education Services – Written policy, procedure and practice shall govern the availability and administration of educational services for inmates, including a written agreement with the local school authority for the provision of Special Education. The facility administrator shall coordinate and cooperate with local authorities for the provision of local community services and resources utilized for this purpose where they are available.

Compliance Documentation:

- Review written policy and procedure
- Review written agreement for special educational services
- Agreement with local authorities (if available)
- Review educational program schedule
- Interview staff/inmates

Discussion: The Code of Virginia §2.1-343, Powers and Duties of the Board, states in part, "...the Board of Education has the responsibility to provide technical assistance to local correctional facilities which house convicted state felons, upon request of any such facility, in establishing or improving career and technical, adult and special education programs".

6VAC15-40-290. Provisions of Reading Materials – The facility shall provide reading materials that include current periodicals (not more than one year old).

Compliance Documentation:

- Review list of available periodicals (2 minimum: This can be newspapers, magazines or a combination of both)

- Observation of library or reading materials
- Review schedule/handbook for access
- Interview staff/inmates

Discussion: Provisions for reading material allows inmates an opportunity to pursue positive leisure time activities. Donation from libraries or other sources are acceptable, provided the periodicals are not more than one year old.

6VAC15-40-300. Permission of Reading Materials – Reading materials, including newspapers, magazines and books shall be permitted in the jail unless the material poses a threat to security or is not in compliance with other jail restrictions or guidelines.

Compliance Documentation:

- Review reading material
- Review of denials (if applicable)
- Interview staff/inmates

Discussion: Inmates access to published materials such as books, newsletters, magazines and newspapers should be permitted unless it poses a threat to the order and security of the facility. The facility may impose restrictions as to obtaining material through such sources as publishers, book clubs, bookstores, etc. The number of materials kept in an inmate's possession may also be restricted based on security considerations.

6VAC15-40-310. Commissary Services – The facility shall make available to inmates commissary services where they may purchase from an approved list of items at a minimum of one time per week. Written policy and procedure shall describe the circumstances and duration under which inmates may be restricted from this privilege.

Compliance Documentation:

- Review commissary list (at a minimum the list should include hygiene items and food items)
 - Review weekly commissary receipts
 - Interview staff/inmates
- (The written policy and procedure relates solely to disciplinary action)

Discussion: The authority for establishing stores in local correctional facilities operated by a sheriff is in §53.1-127.1 Code of Virginia, and the authority for regional jail administrators is in §53.1-115.2 Code of Virginia.

6VAC15-40-320. Licensed Physician – A licensed physician shall supervise the facility's medical and health care services. **LHS**

Compliance Documentation:

- Review current license
- Interview staff
- Facilities that contract with private medical facilities or vendors, should maintain a current copy of the agreement and current license of health care personnel

Discussion: Health care includes medical, dental and mental health as well as dietetic and environmental conditions. The specific requirements for licensing of physicians are regulated by the Virginia Department of Health Professions.

6VAC15-40-330. Restrictions on Physician – No restrictions shall be imposed by the facility in the practice of medicine; however, administrative and security regulations applicable to facility personnel shall apply to medical personnel as well.

Compliance Documentation:

- Interview staff

Discussion: The delivery of health care is a joint effort of administrators and health care providers and can be achieved only through mutual trust and cooperation. The health authority arranges for the availability and monitoring of health care services; the official responsibility for the facility provides the administrative support for the accessibility of health services to inmates and the physical resources deemed necessary for the delivery of health care.

6VAC15-40-340. Licensing and Certification of Health Care Personnel – Health care personnel shall meet appropriate and current licensing or certification requirements. **LHS**

Compliance Documentation:

- Check current licensing for in-house health care personnel
- Correctional health assistant personnel who do not require licensing must have written verification from the facility's physician verifying their qualifications.

Discussion: All qualified health care personnel who provide services to inmates must meet state licensing/certification requirements as established by the Department of Health Professions. Proper credentialing of health care staff is essential to quality care. Verification may consist of copies of current licenses; or a letters from the state licensing board verifying current status (if applicable).

6VAC15-40-350. Private Examination and Treatment of Inmates – Where in-house medical and health care services are provided there shall be space for the private examination and treatment of inmates.

Compliance Documentation:

- Observe medical care space
- Interview staff

Discussion: The amount of space and the configuration of the room(s) needed for the care and treatment of inmate-patients vary with the size of the facility and the kinds of services provided on-site. Health care should be provided with consideration for the patient's dignity and privacy.

6VAC15-40-360. Twenty-Four Hour Emergency Medical Care – Written policy, procedure and practice shall provide 24-hour emergency care availability. **LHS**

Compliance Documentation:

- Review written policy
- Review incident reports (if applicable)
- Interview staff

Discussion: Facility, contractual and off-site resources must be available to address emergency medical care needs. This may include on-call medical personnel, arrangements with near-by hospitals, clinics or other facilities for services that cannot be provided within the facility.

6VAC15-40-370. Receiving and Medical Screening of Inmates – Written policy, procedure and practice shall provide that receiving and medical screening be performed on all inmates upon admission at the facility. The medical screening shall:

1. Specify screening for current illnesses, health problems and conditions, and past history of communicable diseases;
2. Specify screening for current symptoms regarding the inmate's mental health, dental problems, allergies, present medications, special dietary requirements, and symptoms of venereal disease;
3. Include inquiry into past and present drug and alcohol abuse, mental health status, depression, suicidal tendencies and skin condition; and
4. For female inmates, include inquiry into possible pregnancy or gynecological problems. **LHS**

Compliance Documentation:

- Review written policy and procedure
- All elements in 1-4 must be included on the screening form

- Review medical screening form (Medical screening means an observation and interview process within the booking procedure)
- Interview staff

Discussion: Initial screening is intended to identify any potential emergency situations among newly admitted inmates. This process of inquiry and observation is designed to prevent newly arrived inmates, who pose a threat to their own or others' health or safety from being admitted into the general population and to get inmates necessary medical treatment.

6VAC15-40-380. Inmate Access to Medical Services – Written policy, procedure and practice shall be developed whereby inmates can be informed, at the time of admission to the facility, of the procedures for gaining access to medical services. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review inmate handbook/orientation (Documentation that inmate was advised of procedures for access)/inmate handbook/orientation
- Interview staff/inmates

Discussion: Information about healthcare services is key to quality care in correctional settings and every effort should be made to ensure inmates understand how they can receive such services. Special procedures should be developed to ensure inmates who have difficulty communicating, those who are developmentally disabled, illiterate mentally ill or deaf, have access to health services.

6VAC15-40-390. Training and Competency of Staff – All certified security staff shall be trained and competent in rendering basic First Aid and CPR by a recognized certifying agency. All training shall be documented. **LHS**

Compliance Documentation:

- Review official training records for CPR/First Aid (can be CPR/First Aid cards, class roster or basic /in-service training curriculum)
- Interview staff

Discussion: The ability to respond to health related emergencies in a timely manner protects the health of the inmate population and increases the chance of survival for those inmates with life threatening medical emergencies.

6VAC15-40-393. Universal Precautions – All regularly assigned facility staff shall be trained, competent and knowledgeable in the use of universal precautions. All training shall be documented. **LHS**

- Compliance Documentation:
- Review annual training records
- Interview staff

Discussion: See definition for Universal Precautions.
OSHA and the Red Cross require **annual** training.

6VAC15-40-395. Management of Sharps – Written policy, procedure and practice shall govern the control, storage, and use of sharps including at a minimum needles, scalpels, lancets, and dental tools. **LHS**

- Compliance Documentation:
- Review written policy and procedures
 - Review accountability procedures
 - Review inventory sheets
 - Observe storage area
 - Interview staff

Discussion: Sharps that can be used as weapons or in drug abuse activities should be strictly controlled to ensure they are inaccessible to inmates and the public. Medical and dental instruments (i.e., needles, lancets, syringes, scalpels, etc.) must be kept in secure locations. Secure storage can include a safe, locked cabinet or drawer, locked closet or other depository, which is under close staff supervision.

6VAC15-40-400. Management of Pharmaceuticals – Written standard operating procedures for the management of pharmaceuticals shall be established and approved by the facility's physician or pharmacist. Written policy, procedure and practice shall provide for the proper management of pharmaceuticals, including receipt, storage dispensing and distribution of drugs. Such procedures shall be reviewed every 12 months by the medical authority. Such reviews shall be documented. **LHS**

- Compliance Documentation:
- Review written policy and procedures
 - Observe storage procedures
 - Review medication logs
 - Review records for disposal of unused or expired medications
 - Review medical authority 12 month review over last 3 years
 - Interview staff

Discussion: The Board of Pharmaceuticals Administrative code, 18VAC110-20-590, Drugs in Correctional Institutions, details the requirements for handling of prescription drugs. Pharmaceuticals must be maintained in suitable locked storage, complete and accurate administration of drug logs must be maintained and disposal of discontinued or unused drugs in accordance with the provisions of 18VAC110-20-400.

6VAC15-40-410. Inmate Medical Records – The medical records for each inmate shall include:

1. The completed screening form; and
2. All findings, diagnoses, treatments, dispositions, prescriptions and administration of medication.

Compliance Documentation:

- Review inmate medical records for completeness
- Review confidentiality procedures

(See standard 6VAC15-40-90 Content of Personal Inmate Records for number of records to be reviewed)

Discussion: Every effort should be made to establish uniform health care records. All clinical findings should be recorded. All entries in the record should have the date, be legible and be identified by a signature, initials or rubber stamp. A complete record is not necessarily established on every inmate. If an inmate is admitted more than once, it is recommended the prior record be reactivated. When a patient is seen in a community health care facility, a standardized form for recording the visit should be used so that the treating practitioner can enter the diagnosis, the treatment provided and recommendations for follow-up care. Confidentiality of medical records must be maintained in accordance with applicable federal, state and local laws and regulations.

6VAC15-40-420. Transfer of Summaries of Medical Records – Summaries of the medical record file shall be forwarded to the facility to which the inmate is transferred.

Compliance Documentation:

- Review summary sheets
- Interview medical staff

Discussion: It is recommended that medical health transfer sheets include a summary of current medical problems, inmate current health status, current level of activities, current therapy including medication and anticipated future health care needs.

6VAC15-40-430. Medical or Pharmaceutical Testing for Experimental or Research Purposes – Written policy and practice shall prohibit medical or pharmaceutical testing for experimental or research purposes. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Interview staff/inmates

Discussion: Medical and pharmaceutical testing for experimental or research purposes are prohibited. However, experimental medication(s) recommended by the physician for the well being of the patient and consistent with sound medical practices, and certain types of research approved in accordance with §53.1-5.1 Code of Virginia are excluded from the scope of this standard.

6VAC15-40-440. Medical Care Provided by Personnel Other than Physician – Medical care performed by personnel other than a physician shall be pursuant to a written protocol or order. **LHS**

Compliance Documentation:

- Review written protocol or order (order may be for individual inmate)
- Physician's approval
- Interview staff

Discussion: Written protocols are written instructions or guidelines that specify the steps to be taken in appraising a patient's physical status. They may include treatment for first aid procedures and the administration of over the counter medications. Protocols that are standing orders written to specify the same course of treatment for each patient suspected of having a given condition and that specify the use and amount of prescription drugs should be countersigned by the physician. All protocols should be in compliance with the State Board of Pharmacy regulations. The facility's physician should approve all medical protocols prior to implementation.

6VAC15-40-450. Suicide Prevention and Intervention Plan – There shall be a written suicide prevention and intervention plan. These procedures shall be reviewed and documented by an appropriate medical or mental health authority prior to implementation and reviewed every 12 months by all staff. These reviews shall be documented. **LHS**

Compliance Documentation:

- Review written plan
- Review approval by medical or mental health authority
- Staff review documentation

- Interview staff

Discussion: Statistics show that most suicides happen within the first 72 hours of arrest. The mental status of an inmate may vary greatly from day to day; therefore, staff must employ good observational skills and be knowledgeable of signs and symptoms. Procedures should be in place for staff to notify the appropriate medical authority if concerns should arise.

6VAC15-40-470. Medical Co-Payment – Jail medical treatment programs, wherein inmates pay a portion of the costs for medical services, shall be governed by written policy and procedure.

Compliance Documentation:

- Review written policy and procedures

Discussion: The Board of Corrections developed a model plan to serve as a guide for establishment of a medical treatment program per §53.1-133.01 Code of Virginia. This plan is available through the Department of Corrections, Local Facilities Unit.

6VAC15-40-480. Set Fees Required – Inmate payment for medical services shall be in accordance with set fees based upon only a portion of the costs of these services.

Compliance Documentation:

- Review fee schedule
- Interview staff/inmates

Discussion: None

6VAC15-40-490. Policy and Procedure Information – Written policy and procedure shall specify, at a minimum, the following information:

1. Medical services that are subject to fees;
2. Fee amounts;
3. Payment procedures;
4. Medical services that are provided at no cost;
5. Fee application to medical emergencies, chronic care and pre-existing conditions; and
6. Written notification to inmates of proposed fee changes.

Compliance Documentation:

- Review written policy and procedures

- Interview staff

Discussion: None

6VAC15-40-500. Inmates Advised of Procedures - Inmates shall be advised of medical services fees and payment procedures at the time of admission/orientation.

Compliance Documentation:

- Review inmate handbook/orientation
- Interview staff/inmates

Discussion: Provisions should be made for those inmates with language or comprehension problems.

6VAC15-40-510. Ability to Pay – Written policy, procedure and practice shall provide that no inmate will be denied access to medically necessary services based upon ability to pay.

Compliance Documentation:

- Review written policy and procedures
- Review inmate records
- Interview staff/inmates

Discussion: None

6VAC-40-520. Acknowledgement in Writing – Medical services fee debits to inmate accounts shall be acknowledged by the inmate in writing. The acknowledgement shall be signed by a witness if the inmate refuses to sign.

Compliance Documentation:

- Review inmate account records
- Interview staff/inmates

Discussion: None

6VAC15-40-530. Accounting Procedures – A separate bank account or accounting process shall be established and used exclusively for the deposit and disbursement of medical services fees. Fee collection and disbursement shall be governed by generally accepted accounting principles.

Compliance Documentation:

- Review accounting process
- Review inmate records
- Review audit report (if available)
- Interview staff

Discussion: None

6VAC15-40-540. Standards for Food Service Equipment and Personnel – Written policy, procedure and practice shall ensure that the facility’s food service equipment and personnel meet the established safety and protection standards and requirements as set forth by the State Board of Health’s Food Regulations. The facility shall have a Virginia Department of Health (VDH) inspection conducted every 12 months. Written reports of the VDH inspections shall be on file with the facility administrator. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review state inspector’s report (12 months requires review to be completed no later than the last day of the same month each year)
- Review license/permit
- Check documentation of medical screening of inmates prior to kitchen assignment

Discussion: Any violations of health requirements are to be corrected as soon as practical and in accordance with time frames established by the authority having jurisdiction. Any exceptions, variances or equivalencies must be approved in writing by the appropriate authority. Consideration should be given to the development of a “tickler system” to ensure inspections are performed on schedule. Reports of these annual inspections and corrective actions are to be maintained on file. In the instance of critical violations, written approval by the Health Inspector is required. The license/permit should be posted or otherwise made available for review. Measures to ensure personal hygiene are required by state and local health codes. Good personal hygiene habits reduce the possibility of contamination of food.

6VAC15-40-550. Food Service Program – Written policy, procedure and practice shall ensure a food service program that meets the following:

1. The menu meets the dietary allowances as stated in the Recommended Dietary Allowances, National Academy of Sciences;
2. There is at least a one-week advance menu preparation; and
3. Modifications in menus are based on inmates’ medical or reasonable religious requirements. Medical or dental diets shall be prescribed by the facility’s medical authority. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review RDA evaluation of facility menus (evaluations must be completed by a registered dietician or other bonafide nutritional expert)
- Additional evaluations need to be completed each time there is a substantive change in menu and/or food service contract/caterer
- DOC institutional menus may be used by the facility in lieu of RDA evaluations
- Review all menus

Discussion: Menus must be approved in writing by a registered dietician indicating they meet the Recommended Dietary Allowances of the National Academy of Science. This approval must be on file at the facility. Substantial changes in the menus require a new review be conducted. Special medical or religious diets are to be provided for specific health problems as identified by qualified health care personnel and those commonly recognized faiths as determined by the facility administration. The distribution of these meals should be documented and maintained on file.

6VAC15-40-560. Meals Served Under Direct Supervision of Staff – Written policy, procedure and practice shall ensure meals are served under the direct supervision of staff.

Compliance Documentation:

- Review written policy and procedures
 - Observation
 - Interview staff
- (Direct supervision does not include delivery)

Discussion: To ensure safety and maintain security, all meals are served under the direct supervision of staff. This eliminates the possibility of theft and/or food tampering and ensures all inmates receive the appropriate servings established by the approved menu.

6VAC15-40-570. Records of Meals Served – Written policy, procedure and practice shall ensure the records of meals served are kept a minimum of three years.

Compliance Documentation:

- Review written policy and procedure
- Check menus

Discussion: Meal served must be kept on file for a minimum of three years (audit period). Included should be any substitutions and deviations from the established menu.

6VAC15-40-580. Food Services Program Not a Disciplinary Measure – Written policy, procedure and practice shall ensure food is not used as disciplinary measure. **LHS**

Compliance Documentation:

- Review written policy and procedure
- Interview staff/inmates

Discussion: Although food is never to be withheld as a disciplinary action security considerations may require a substitute meal (such as Nutra-loaf) in accordance with appropriate limitations and consistent with facility policy and procedure. A recipe for a Nutra-loaf type meal is available through the Department of Corrections.

6VAC15-40-590. Number and Spacing of Meals – Written policy, procedure and practice shall provide for at least three meals daily, with no more than 14 hours between evening meal and breakfast, and a minimum of 2 hot meals within every 24 hours.

Compliance Documentation:

- Review written policy and procedure
- Review documentation of times meals are served
- Interview staff/inmates

Discussion: None

6VAC15-40-600. Correspondence Privileges – Written policy, procedure and practice shall ensure that all inmates, regardless of their jail status, shall be afforded the same correspondence privileges; correspondence privileges shall not be withdrawn as punishment.

Compliance Documentation:

- Review written policy and procedure
- Interview staff/inmates

Discussion: None

6VAC15-40-610. Volume and Content of Inmate Mail – Written policy, procedure and practice shall ensure there is no limit on the volume of letter mail an inmate may send or receive, or of the length, language, content or source of such letter mail, except where there is clear and convincing evidence to justify such limitation.

Compliance Documentation:

- Review written policy and procedures
- Documentation of exceptions (if applicable)
- Interview staff/inmates

Discussion: All correspondence and packages received (excluding legal mail) may be searched for contraband. This does not need to occur in the inmates' presence. Provisions should be included to address forwarding mail after transfer or release and correspondence to other inmates within the facility or between facilities. Limitations based on public safety or facility security should be documented.

6VAC15-40-620. Postage Allowance – Written policy, procedure and practice shall make available, when requested by an indigent inmate (as defined by local jail policy), a postage allowance of at least five first class rate (one ounce) letters per week, including legal mail.

Compliance Documentation:

- Review written policy and procedures
- Review of records
- Review written definition of indigent inmate
- Interview staff/inmates

Discussion: All indigent inmates, by whatever official definition, must be afforded a minimum of five first class stamps for legal mail and correspondence necessary to maintain community ties. Provisions can be made for reimbursement by the inmate upon accumulation of sufficient funds.

6VAC15-40-630. Outgoing and Incoming Letters - Written policy, procedure and practice shall ensure that outgoing letters shall be collected and sent daily except Saturday, Sunday and holidays. Incoming letters to inmates shall be delivered no later than 24 hours after arrival at the facility or shall be forwarded or returned to sender.

Compliance Documentation:

- Review written policy and procedures
- Interview staff/inmates

Discussion: None

6VAC15-40-640. Incoming General Correspondence – In accordance with United States Postal Regulations, all incoming general correspondence will be opened, searched and may be read by authorized staff where there is reasonable suspicion that a particular item of correspondence threatens the safety and security of the facility, the safety of any person, or is being used for furtherance of illegal activities. All incoming legal correspondence shall be opened and searched in the presence of the inmate.

Compliance Documentation:

- Review written policy and procedures
- Review documentation (if applicable)
- Interview staff

Discussion: None

6VAC15-40-650. Notice of Seizure of Mail Contraband – Written policy, procedure and practice shall assure the notice of the seizure of mail contraband be given to the inmate and the sender together with the written reason for the seizure. The sender shall be allowed the opportunity to appeal the seizure to the facility administrator or a designee empowered to reverse such seizure. Unless it is needed for criminal investigation or prosecution, property that can legally be possessed outside the facility shall be stored, returned to sender, if known, or destroyed.

Compliance Documentation:

- Review written policy and procedures
- Review notification to sender and inmate (for the sender, it includes notification of right to appeal)
- Review seizure records, if applicable
- Interview staff/inmates

Seizure includes any item, which the inmate cannot keep in his possession, including items placed with his property to be returned to him upon release.

Discussion: None

6VAC15-40-660. Access and Expense of Telephone Facilities – Written policy, procedure and practice shall ensure inmates reasonable access to telephone facilities, except where safety and security considerations are documented.

Compliance Documentation:

- Review written policy and procedures/inmate handbook
- Review schedule
- Observation
- Interview staff/inmates

(Minimum one call per week)

Discussion: Use of telephones must not interfere with facility assignments, programs, counts, etc. In the event of inmate abuse of the telephone privileges, the use may be restricted, suspended or revoked with appropriate documentation.

6VAC15-40-670. Delivery of Emergency Messages to Inmates – Written policy, procedure and practice shall ensure that emergency messages to inmates are delivered promptly and recorded.

Compliance Documentation:

- Review written policy and procedures
- Review documentation of calls received and delivered
- Interview staff/inmates

Discussion: Emergency messages received for an inmate should be documented as to date and time received, from whom the message was received and the date and time the inmate was notified. This information must be available for review. A logbook for this purpose maybe maintained in a central location.

6VAC15-40-680. Visiting Opportunities – Written policy, procedure and practice shall ensure maximum visiting opportunities limited only by facility schedules, space, personnel, constraints and inmate disciplinary status. Attorneys shall be permitted to have confidential visits with their clients.

Compliance Documentation:

- Review written policy and procedures
- Review visitor logs/records
- Observation of space
- Interview staff/inmates

Discussion: The amount and length of visits of visitors must be determined consistent with the institutional schedule of activities, space available, personnel constraints, or substantial security concerns sufficient to justify any restrictions. Visitors under a certain age, as determined by the facility, should not be permitted access to the facility without an accompanying adult unless authorized by the managing official or designee. Reasonable restrictions may also be placed

on visitor attire and behavior to minimize potential problems. Attorney visits should be in accordance with §53.1-127 Code of Virginia.

6VAC15-40-690. Approved Items that Visitors May Bring into Facility – The facility shall have a list of approved items that visitors may bring into the facility. Items brought into the facility by visitors for inmates shall be subject to inspections and approval.

Compliance Documentation:

- Review approved list
- Review inmate handbook

Discussion: Items allowed to be brought by visitors (if any) should be posted or made available to both inmates and visitors.

6VAC15-40-700. Requirements of Visitor Registration and Visitor Searches – Written policy, procedure and practice shall specify requirements for visitor registration and the circumstances and methods under which visitors may be searched.

Compliance Documentation:

- Review written policy and procedures
- Review registration records
- Review visitor search records (if applicable)

Discussion: None

6VAC15-40-710. Admitting Individuals into Jail – Written policy, procedure and practice for admitting individuals into the jail shall address the following:

1. Verification of commitment;
2. Complete search of the individual and his possessions;
3. Dispositions of clothing and personal possessions;
4. Interview for obtaining identifying data;
5. Photograph; and
6. Telephone calls.

Compliance Documentation:

- Review written policy and procedures
- Review commitment records
- Review property records
- Review inmate records
- Interview staff/inmates

Discussion: Care must be taken to ensure appropriate legal commitments are in place prior to accepting an inmate into custody. Searches must be conducted in compliance with applicable laws, and disposition of property must be documented. Interviews to obtain identifying information should be initiated at this time. A photograph and telephone calls must be part of the admission process.

6VAC15-40-720. Inmates Confined to Jail – Written policy, procedure and practice for those inmates to be confined in the jail shall address the following:

1. Shower/search;
2. Issue of clean clothing/hygiene items/linen;
3. Classification and housing assignment; and
4. Orientation

Compliance Documentation:

- Review written policy and procedures
- Review property issue records
- Review classification documents
- Review orientation process
- Observation
- Interview staff/inmates

Discussion: None

6VAC15-40-730. Telephone Calls During the Booking Process – Written policy, procedure and practice shall specify that newly admitted inmates who are physically capable are permitted to complete at least two local or long distance telephone calls during the booking process.

Compliance Documentation:

- Review written policy and procedures
- Review phone logs
- Observation
- Interview staff/inmates

Discussion: Telephone calls during the booking process allow inmates to notify family members and/or obtain legal assistance.

6VAC15-40-740. Requirements for Linen and Towels – Written policy, procedure and practice shall provide that a record is kept to show that clean linen and towels be supplied once a week, a clean change of clothing be provided twice per week and inmates shall be held accountable for their use. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review laundry records
- Review accountability procedures
- Interview staff/inmates

(Clothing must be offered on two separate days)

Discussion: Provisions are to be made to account for the distribution and return of all clothing, linen and towels issued to inmates upon admission and thereafter, including exchange. Inmates are to be held accountable for the care of issued items with appropriate disciplinary measures and/or reimbursement if destroyed or abused, not withstanding normal wear associated with use. Excessive clothing or linen items in an inmate's possession increase the security risk to both the inmate and the facility. An adequate supply of clothing, linens and towels are necessary to meet the minimum exchange requirements of this standard. Inmates should be discouraged from laundering clothing in sinks, washbasins or showers due to security considerations. The presence of clotheslines in housing units is strongly discouraged for security reasons.

6VAC15-40-750. Issuance of Special and Protective Clothing – The facility shall provide for the issuance of special and protective clothing to inmates assigned to food service, farm, sanitation, mechanical services, and other special work functions.

Compliance Documentation:

- Observation
- Interview staff

Discussion: To ensure the health and protection of the inmate population, appropriate protective clothing must be provided when an inmate is participating in certain types of work assignments. This may include uniforms, shoes, protective glasses, gloves, etc. For additional information, the facility may wish to review OSHA standards.

6VAC15-40-760. Bathing – There shall be sufficient hot and cold water for bathing. Each inmate shall be required to bathe twice a week.

Compliance Documentation:

- Observation
- Interview staff/inmates

Discussion: Access to hot water for bathing can be through sinks and showers in dayroom areas. Individual cells should have cold water available for drinking when on lock down status.

6VAC15-40-770. Provisions of Hygiene Articles – The facility shall provide soap, a toothbrush and toothpaste or tooth powder to each inmate upon admission to the general population. Notwithstanding security considerations, shaving equipment, including a mirror, and haircuts shall be made available and hygiene needs of all inmates shall be met.

Compliance Documentation:

- Review property issue records
- Interview staff/inmates

Discussion: Newly admitted inmates must be provided with hygiene items to maintain proper health care.

6VAC15-40-780. Items Inmates May Retain – Written policy and procedures shall state what items the inmate may retain in his possession.

Compliance Documentation:

- Review written policy and procedures
- Review inmate handbook/orientation
- Observation
- Interview staff/inmates

Discussion: A list of allowable items such as clothing, valuables, books, magazines or newspapers, pictures, personal hygiene items and commissary items should be provided to inmates. Consistent enforcement discourages the accumulation of such items, assists in minimizing clutter and reduces potential problems with vermin and pests.

6VAC15-40-790. Inventory of Cash and Personal Property – A written itemized inventory of cash and personal property of each inmate shall be made at the time of initial booking. A copy signed by both staff and inmate shall be furnished the inmate.

Compliance Documentation:

- Review inventory sheets for both inmate and staff signature (computerized officer identification will not substitute for a signature, inmates refusing to sign should be documented)
- Review documentation for property released by inmate
- Interview staff/inmates

Discussion: Current and accurate inmate property records reduce grievances and unfounded complaints by inmates. Property released to family members, destroyed, etc., should be accurately documented.

6VAC15-40-800. Accounting of Inmate Expenditures and Receipts of Money – Inmates' personal funds held by the facility are controlled by accepted accounting procedures. The facility shall provide the inmate with a copy of his/her itemized account upon reasonable request.

Compliance Documentation:

- Review inmate requests and documentation that the facility responded to the request
- Review of audit reports (if available)
- Interview staff/inmates

Discussion: The collection, safeguarding and disbursement of inmate funds should be in compliance with proper accounting procedures, which includes receipts for all transactions and maintenance of appropriate fiscal records (i.e., credits, debits, disbursements, etc.)

6VAC15-40-810. Return of Inmate Property and Funds – Inmate property and funds shall be returned to him upon release or transfer and receipted for the inmate in writing, when practical.

Compliance Documentation:

- Review property and account records acknowledged by the inmate in writing
- Interview staff

(It is expected inmates will generally receive their funds at the time of transfer or discharge, however, circumstance may arise when this is not possible, such as bonding out at night, emergency transfers, etc.)

Discussion: Every effort should be made to return both personal property and inmate funds at the time of release.

6VAC15-40-820. Conduct – Written policy, procedures and practice shall govern inmate discipline, to include:

1. Rules of conduct, including sanctions for rule violations;
2. Procedures and provisions for pre-hearing detention; and
3. Procedures for processing violators that may include plea agreements that may waive the inmate's right to appeal.

Compliance Documentation:

- Review written policy and procedures

- Review misconduct reports/plea agreements

Discussion: None

6VAC15-40-830. Inmate Handbook – Upon initial assignment to a housing status following intake and reception processing, each inmate shall be informed of, receive, and sign for:

1. A copy of the inmate rules of conduct, including sanctions;
2. The policies and procedures governing inmate discipline.

Compliance Documentation:

- Review inmate handbook
- Review documentation of inmate acknowledgement
- Interview staff/inmates

Discussion: Clear, concise and specific written rules and regulations specifying the violation, sanctions, disciplinary hearing procedures and appeals process must be communicated at the time of intake reception processing. Provisions should be made for those inmates with language or comprehension problems.

6VAC15-40-833. Discipline – The minimum procedural requirements, whenever an inmate may be deprived of good time, or placed in disciplinary segregation, include:

1. The accused inmate shall be given notice of the charge and the factual basis for it at least 24 hours prior to hearing of the charge;
2. The charge shall be heard, in the inmate's presence, by an impartial officer or committee unless that right is waived in writing by the inmate or through the inmate's behavior. The accused inmate may be excluded during the testimony of any inmate whose testimony must be given in confidence;
3. The accused inmate shall be given an opportunity to have the assistance of a staff member or fellow inmate in defending the charge;
4. The inmate shall be given a written statement by fact finders as to the evidence relied upon and the reasons for the disciplinary action; and
5. The inmate shall be permitted to appeal any finding of guilt to the facility administrator or designee.

Compliance Documentation:

- Review written policy and procedures
- Review disciplinary actions
- Review status of inmates placed on disciplinary segregation
- Interview staff/inmates

Discussion: None.

6VAC15-40-835. Sanctions – The minimum procedural requirements whenever an inmate is punished, such as reprimand or loss of privileges, include:

1. The accused inmate shall have an opportunity to explain or deny the charge; and
2. The inmate shall have the opportunity to appeal any finding of guilt to the administrator or designee.

Compliance Documentation

- Review written policy and procedures concerning sanctions
- Review disciplinary reports
- Review inmates signed waiver (if applicable)
- Interview staff/inmates

Discussion: Disciplinary proceedings are intended to ensure a swift hearing by an impartial person to preclude the arbitrary imposition of punishment. Informal means of resolving minor inmate misbehavior should be used whenever possible.

6VAC15-40-840. Post to Control Security of Jail – The facility shall maintain a designated post, staffed 24 hours a day, which controls activities and flow of people in and out of the secure area of the jail. Main facility control posts may be staffed by civilian personnel who have been provided on-the-job training in facility security procedures and emergency plans, which shall be documented in writing with the same frequency as required by standards for all facility employees. Civilian personnel assigned to the control posts shall not be assigned to other posts requiring direct prisoner contact and supervision. **LHS**

Compliance Documentation:

- Review documentation of training records (on-the-job and emergency plans)
- Review post orders or job descriptions
- Review restrictions on inmate access to control centers
- Observation
- Interview staff

(Refer to standard 6VAC15-40-960)

Discussion: A central post, or control center, has primary responsibility to control the flow of individuals in and out of the facility. This post often serves as a communication center for the day-to-day operations of the facility and can become a command post in emergency situations. Inmates should be prohibited from central or control posts if access can be restricted by physical plant design (including cleaning).

6VAC15-40-850. Security of Outside Recreation – The facility’s outside recreation area shall be secure so that inmates shall not have physical access to the general public without authorization.

Compliance Documentation:

- Observation

Discussion: None

6VAC15-40-860. Security of Entrances and Doors – Written policy, procedure and practice shall require that all security perimeter entrances, control center doors, cell block doors and all doors opening into a corridor are kept locked except when used for admission or exit of employees, inmates or visitors, or in emergencies.

Compliance Documentation:

- Review written policy and procedures
- Observation
- Interview staff

Discussion: Careful monitoring of entrances and exits of all areas of the facility ensures both the safety of staff and inmates by reducing the introduction of contraband, controlling inmate movement and monitoring activities of individuals who enter the facility.

6VAC15-40-870. Security and Storage of Security Devices – Written policy, procedure and practice shall govern the security, storage and use of firearms, ammunition, chemical agents and related security devices to ensure that: **LHS**

1. The facility shall provide secure storage for firearms, ammunition, chemical agents and related security equipment accessible to authorized personnel only and located outside the security perimeter or the inmate housing and activity areas;
2. Personnel who carry firearms and ammunition are assigned positions that are inaccessible to inmates (with the exception of emergencies);
3. Personnel who discharge firearms or use chemical agents other than for training purposes, submit written reports to the administrator or designated subordinate no later than the conclusion of the shift during which same are discharged or used.

Compliance Documentation:

- Review written policy and procedures
- Observation of storage areas; gun boxes, armory etc. outside the secure area of the facility

- Review training records; firearms and use of chemical agents
- Review master inventory sheets
- Review written reports (if applicable)
- Interview staff

Discussion: Firearms, ammunition, chemical agents, restraining devices (handcuffs, leg irons, waist chains, etc.) must be stored in such a manner, that they are inaccessible to inmates and the public. Secure storage may be a safe, locked cabinet or drawer, vault, locked closet or other arsenal, armory or depository, under close supervision. Only under emergency circumstances should weapons be allowed within the secure perimeter of the facility.

6VAC15-40-880. Officer Entry – Written policy and procedure shall specify the conditions under which an officer can enter a security cell or cellblock.

Compliance Documentation:

- Review written policy and procedures
- Refer to standard
- Interview staff

Discussion: The policies and procedures of this standard are determined by the facility's design and philosophy of the facility administrator. The practice may vary depending on whether the facility is linear, direct, indirect or other style and should be determined with consideration given to ensuring security of both the staff and inmates. Appropriate practices can be identified in consultation with the Compliance and Accreditation Unit staff or your Local Facility Manager.

6VAC15-40-890. Mechanical Audio Communications Systems – The facility shall provide a mechanical audio communications system - allowing staff to communicate with each other to facilitate staff supervision.

Compliance Documentation:

- Observation
- Refer to definition of communication system

Discussion: The ability of staff to communicate ensures the safety of staff and inmates. Staff must have the ability to immediately communicate in situations that may threaten the orderly operation of the facility. Medical or other emergencies may require a prompt response by other facility staff.

6VAC15-40-900. Examinations and Maintenance of Security Devices. Written policy, procedure and practice shall specify that, at least once daily, a careful

examination is made of security devices and that maintenance is routinely performed to ensure their proper operation. **LHS**

Compliance Documentation

- Review written policy and procedures
- Minimum requirements for security devices are locks, bars/doors, and windows
- Review daily security device checks
- Review maintenance schedule
- Interview staff

Discussion: Equipment used to maintain security that the facility should examine is; electronic monitoring equipment, security alarm systems, security light units, and auxiliary power supplies. In addition, gates, fences, screens, ceilings, floors, walls and barriers require regular examination.

6VAC15-40-910. Searches of Facility and Inmates – Written policy, procedure and practice provide for searches of facilities and inmates to control contraband and provide for the disposition of contraband. These procedures are not made available to inmates.

Compliance Documentation:

- Review written policy and procedure
- Review documentation of facility and inmate searches
- Review disposition records
- Interview staff/inmates

Discussion: In order to control the flow of contraband searches of both inmates and the facility should be conducted on a random schedule. It is recommended that inmates leaving the secure part of the facility for work assignments, court, medical appointments and work/educational releases, be strip searched upon their return to the facility. A schedule of searches should be developed to ensure all housing areas of the facility have been searched on a random, but regular, basis. Housing searches and inmate strip searches should not be conducted for purposes of harassment.

6VAC15-40-920. Policy for Search of Contraband – The facility shall post the policy regarding searches for the control of contraband or otherwise make it available to staff and inmates.

Compliance Documentation:

- Review written policy
- Review posting or method of availability (inmate handbook, orientation, etc.)
- Interview staff/inmates

Discussion: None.

6VAC15-40-930. Key and Door Control – Written policy, procedure and practice shall govern key and door control.

Compliance Documentation:

- Review written policy and procedures
- Review master key inventory
- Review issuance log
- Observation
- Interview staff

Discussion: Any key control system must provide a current accounting of the location and possessor of each key, emphasizing documented control/issue when keys are being passed from shift to shift. Keys should be inaccessible to inmates, the public and unauthorized personnel. Storage can include a safe, locked cabinet or drawer, vault or armory. If possible they should be stored in a manner that permits easy determination of their presence or absence. A shadow board is often used for this purpose. Many facilities identify keys by security and non-security keys. Perimeter security door keys should never be allowed into the secure area of the jail unless an emergency situation requires this action.

6VAC15-40-940. Tools and Culinary Items – Written policy, procedure and practice shall govern the control and use of tools, and culinary items. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review master inventory sheet
- Review issuance log
- Observation
- Interview staff

Discussion: Kitchen utensils, knives, cutting devices and tools can serve as potential weapons, and therefore need to be maintained in a secure location that minimizes the possibility of inmate contact. Secure storage can include locked cabinets, locked drawers or rooms. Whenever possible, tools should be stored outside the secure area of the facility. Tools and culinary equipment should be stored in such a manner as to afford easy determination of their presence or absence. A shadow board clearly marked is often used for this purpose.

6VAC15-40-950. Flammable, Toxic and Caustic Materials – Written policy, procedure and practice shall specify the control and storage of cleaning equipment and use of all flammable, toxic and caustic materials. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Observe storage area outside secure area of facility
- Observation
- Interview staff

Discussion: Flammable, toxic and caustic materials can pose a threat to the health, welfare and safety of facility personnel and inmates. To maintain appropriate control, these materials must be stored securely and their use closely monitored. Inmate access should be limited and closely supervised.

6VAC15-40-960. Functions of Duty Post – Written post orders or position descriptions shall clearly describe the functions of each duty post in the facility and include copies in the policy and procedures manual.

Compliance Documentation:

- Review post orders/job description
- Interview staff

Discussion: Post orders describe the procedures of a job assignment to a post as well as the schedule of activities. Post orders/job descriptions ensure accountability, assist in staff training and provide continuity in the event of personnel changes.

6VAC15-40-970. Restrictions of Physical Force – Written policy, procedure and practice shall restrict the use of physical force to instances of justifiable self-defense, protection of property, orderly operation of the facility and prevention of escapes. In no event is physical force justified as punishment. A written report shall be prepared following all such incidents described above and shall be submitted to the administrator for review and justification. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review use of force reports (if applicable)
- Interview staff

Discussion: It is crucial that all security staff understand current guidelines governing the use of force. The facility policy may include a continuum of force, which clearly outlines the escalation, or series of defense counter measures that may be followed and should include provisions for the use of deadly force.

6VAC15-40-980. Restraint Equipment – Written policy, procedure and practice shall govern the use of restraint equipment.

Compliance Documentation:

- Review written policy and procedures
- Review approval and monitoring by medical personnel when restraint chair or 4 point restraints are used
- Review incident reports (if applicable)

Discussion: Restraint equipment (handcuffs, leg irons, waist chains, restraint chair, etc.) must be stored in a manner which ensures that they are inaccessible to inmates and the public. The policy should be very specific in the authorization and use of 4-point restraints, restraint chairs, and includes provisions for medical oversight. Instruments of restraint should be used as a precaution against escape, transfer for medical reasons and as a prevention against self-injury, injury to others or property damage. They should be applied only for the amount of time absolutely necessary and consistent with the facility policy.

6VAC15-40-990. Administrative Segregation – Written policy, procedure and practice shall provide for administrative segregation of inmates who pose a security threat to the facility or other inmates and for inmates requiring protective custody.

Compliance Documentation:

- Review written policy and procedures
- Review inmate records
- Observation
- Interview staff/inmates

Discussion: Segregation should only be used when there is no other viable alternative to protect the inmate, staff, public, property and the security and order of the facility, and then, only to the extent necessary to return the inmate(s) and facility to normal operation. Review of the status of those assigned to special confinements should be performed on a specific and routine basis to determine if the reason for such confinement still exists.

6VAC15-40-1000. Physical Living Conditions for Disciplinary Detention and Administrative Segregation – Written policy, procedure and practice shall ensure that, inmate behavior permitting, the disciplinary detention and administrative segregation units provide physical living conditions that approximate those offered in the general inmate population.

Compliance Documentation:

- Review written policy and procedure
- Interview staff
- Observation

Discussion: None

6VAC15-40-1010. Mental Health Inmates – Written policy, procedure and practice shall specify the handling of mental health inmates to include an agreement to utilize mental health services from either a private contractor or the community service board. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review written agreement/contract
- Review inmate records (if applicable)
- Interview staff

Discussion: None

6VAC15-40-1020. Record of Activities in Disciplinary Detention and Administrative Segregation - Written policy, procedure and practice shall ensure that a record is kept of scheduled activities in disciplinary detention and administrative segregation units.

Compliance Documentation:

- Review written policy and procedures
- Review log

Discussion: Records must be maintained of all routine and significant activities, occurrences and matters of interest relating to inmates relegated to special confinement such as admissions, visits, showers, exercise period, meals, unusual behavior, mail and release. When segregation units are part of a regular housing unit, entries of activities, which encompass both general and segregation unit, should be clearly documented.

6VAC15-40-1030. Assessment of Inmate in Administrative Segregation or Disciplinary Detention – Written policy, procedure and practice shall require that a documented assessment by medical personnel, including a personal interview and medical evaluation of vital signs, is conducted when an inmate remains in administrative segregation or disciplinary detention beyond 15 days and every 15 days thereafter. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review evaluation (not to exceed 15 days)
- Interview staff

Discussion: When an inmate is segregated from the general population for administrative purposes, protective custody or disciplinary reasons, a health evaluation, including a personal interview and monitoring of vital signs to evaluate both mental and physical well-being of the inmate is conducted no later than 15 days after placement and at least every 15 days thereafter. The evaluation or the inmate's refusal to be evaluated must be documented in the inmate record.

6VAC15-40-1040. Supervision of Inmates – The facility shall provide for 24-hour supervision of all inmates by trained personnel. All inmate housing areas shall be inspected a minimum of twice per hour at random intervals between inspections. All inspections and unusual incidents shall be documented. No obstructions shall be placed in the bars or windows that would prevent the ability of jail staff to view inmates or the entire housing area. **LHS**

Compliance Documentation:

- Review documentation for random checks
- Observation of housing area
- Interview staff/inmates

(Trained means completion of mandatory required training, i.e., basic, in service and first aid/CPR)

(Inspection means physical presence in the inmate housing area including linear, indirect and direct supervision facilities. The absence of any of these elements shall result in a ruling of non-compliance.

Discussion: Sufficient trained personnel must be available to permit 24-hour coverage, continuous facility supervision and to perform necessary security duties and responsibilities. Security rounds must be made in all housing units to respond to the needs of inmates, to ensure their protection and to maintain control. All significant observations, events, activities and conditions should be documented. Random inspections do not allow inmates to know staff schedules and they preclude behavior that may jeopardize facility security.

6VAC15-40-1050. Institution Inspection – Supervisory staff shall inspect the institution daily. Such inspections shall be documented. Unusual findings shall be indicated in writing and submitted to the senior supervisor on duty for review.

Compliance Documentation:

- Review documentation
- Interview staff

Discussion: In those facilities that may not have a supervisor on shift, a senior officer or line staff person should be designated to conduct the inspection.

6VAC15-40-1060. Movement of Inmates – Written policy, procedure and practice shall regulate the movement of inmates within the facility.

Compliance Documentation:

- Review written policy and procedures
- Review system utilized to track inmate movement
- Interview staff/inmates
- Observation

Discussion: A system of identifying the movements of inmates within the facility is necessary for the orderly operation and security of the facility. Logs, a pass system, schedules, etc., used for this purpose. An inmate's location in the facility should always be known.

6VAC15-40-1070. Prohibition of Inmate Control Over Other Inmates – Written policy, procedure and practice shall prohibit inmates from supervising, controlling or exerting any authority over other inmates.

Compliance Documentation:

- Review written policy and procedure
- Interview staff/inmates

Discussion: Supervision, control and authority over inmates is the sole responsibility of staff. It cannot be delegated to inmates where it could lead to abuse and a general breakdown of security and control. Use of trustees should be carefully regulated and closely supervised by staff.

6VAC15-40-1080. Emergency Situation – There shall be fire prevention practices and written emergency plans that outline duties of staff, procedures and evacuation routes. Emergency plans shall include responses in the event of fire, chemical release, loss of utilities, natural disaster, taking of hostages, riots, disturbances, escape, bomb threats and mass arrest. Emergency plans shall be reviewed every 12 months by all staff. These reviews shall be documented. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review fire prevention practices (includes the use of fire retardant mattresses, pillows, etc., maintenance of smoke detection equipment, fire

extinguishers serviced, fire drills and ensuring living areas are kept free of clutter and proper storage of combustible materials)

- Review evacuation plans
- Review staff duties
- Interview staff

Discussion: Emergency plans should be clear and concise to ensure staff understanding and comply with the facility policy. Staff must be familiar with fire preventative practices, emergency plans and evacuation routes.

6VAC15-40-1090. Release of Inmates – Written policy, procedure and practice shall require that, prior to an inmate’s release, positive identification is made of the releasee, authority for release is verified and a check for holds in other jurisdictions is completed.

Compliance Documentation:

- Review written policy and procedure
- Review documentation of NCIC/CCRE checks
- Interview staff

Discussion: From the standpoint of liability and public safety, considerable care must be taken to correctly identify the inmate scheduled for release or transfer (i.e., by fingerprints, identification card, wrist band, picture, etc.) and to verify the authorizing documentation presented to discharge the inmate (i.e., writ of habeas corpus, parole release order, court order, release by expiration of sentence, etc.). NCIC/VCIN checks must be made at the time of release to ensure no additional charges in other jurisdictions are pending.

6VAC15-40-1100. Fire Safety Inspections – The facility shall have a state or local fire safety inspection conducted every 12 months. Localities that do not enforce the Virginia Statewide Fire Prevention Code (VSFPC) shall have the inspections performed by the Office of the State Fire Marshal. Written reports of the fire safety inspection shall be on file with the administrator. **LHS**

Compliance Documentation:

- Review inspections
- Review plan of corrective action (if applicable)

Discussion: Any violations of Code requirements should be corrected as soon as practical and in accordance with the time frame established by the authority having jurisdiction. Any exceptions, variances or equivalencies must be approved in writing by the appropriate authority. Consideration should be given to the development of a “tickler” system to ensure inspections are performed on schedule. Reports of these inspections and corrective actions are to be

maintained on file. In the instance of critical violations, written approval by the Fire Marshal is required.

6VAC15-40-1120. Mattresses, Pillows and Trash Receptacles – Mattresses, pillows and trash receptacles present in the secured housing shall be of fire retardant materials. **LHS**

Compliance Documentation:

- Review Fire Marshal inspection
- Review documentation of mattresses, pillows and trash receptacles for fire retardant material
- Observation

Discussion: Trash bags, cardboard boxes, etc., should not be permitted on bars or other areas in the housing unit unless they are contained within a fire retardant trash receptacle.

6VAC15-40-1140. Cleanliness – The facility floors, halls, corridors and other walkway areas shall be maintained in a clean, dry, hazard-free manner. **LHS**

Compliance Documentation:

- Observation (includes cracks/rust in shower stalls and cracks in floors which can result in the build-up of water/dirt that is inaccessible for cleaning, therefore, resulting in unsanitary conditions)

(Floor areas include dayroom areas and individual cells)

Discussion: The maintenance of a clean, sanitary and healthful environment contributes to the good morale of staff and inmates. Good living and working conditions are recognized as important factors of inmate stability and staff retention. Proper sanitation also minimizes the possibility of severe health hazards and potential life threatening situations for both staff and inmates. To ensure cleanliness of the facility and identification of hazardous and unsanitary conditions, a daily cleaning/inspection should be established and followed.

6VAC15-40-1150. Vermin and Pest Control – The facility shall control vermin and pests and shall be serviced at least quarterly by professional pest control or personnel certified by the Virginia Pesticide Control Board. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Review contract or license for pest control personnel
- Review quarterly service records

- Review health department inspection report
- Observation
- Interview staff/inmates

Discussion: Control of vermin and pests must be ensured through the use of quarterly service by licensed exterminators. Accepted sanitation practices and the proper storage of food items and removal of wastes (including trash) will assist in controlling vermin.

6VAC15-40-1160. Appropriate Lighting and Heating –

- All housing and activity areas shall provide for appropriate lighting and heating.
- Appropriate lighting shall be at least 20 foot-candles at desk level and in personal grooming areas.
- Heat shall be evenly distributed in all rooms so that a temperature no less than 65°F is maintained. Air conditioning or mechanical ventilation systems, such as electric fans, shall be provided when the temperature exceeds 85°F. **LHS**

Compliance Documentation:

- Light meter readings
- Observation
- Interview staff/inmates

Discussion: None

6VAC15-40-1170. Water Utilities – All housing areas shall have toilets, showers, drinking water and washbasins with hot and cold running water accessible to inmates. **LHS**

Compliance Documentation:

- Observation
- Interview staff/inmates

Discussion: The facility should provide sufficient toilet, shower and bathing accommodations to maintain basic health and personal hygiene. Each housing unit should have ready access to hot and cold running water.

6VAC-15-40-1180. Special Purpose Areas – The facility shall have a special purpose area to provide for the temporary detention and care of persons under the influence of alcohol or narcotics, who are uncontrollably violent, self-destructive, or those requiring medical supervision.

Compliance Documentation:

- Interview staff/inmates
- Observation

Discussion: None

JUVENILES

6VAC15-40-1190. Housing of Juveniles – Those facilities, which on occasion house juveniles, shall be certified by the Board of Corrections for the express purpose of holding juveniles.

Compliance Documentation:

- Review Board of Corrections Certification

Discussion: None

6VAC15-40-1193. Separation of Juveniles – Juveniles shall be so housed as to be separated by a wall or other barrier that would result in preventing visual contact and normal verbal communication with adult prisoners.

Compliance Documentation:

- Observation of housing and juvenile movement patterns
- Interview staff/inmates

(Separation of juveniles from adult inmates can be accomplished architecturally or procedurally in all secure areas of the facility. Contact with adult inmates in these areas will be construed as a basis for a finding of non-compliance. Contact of juvenile offenders with adult inmates in other secure areas of the facility which is brief and accidental or inadvertent, will not be construed as a basis for a finding of non-compliance.)

Discussion: None

6VAC15-40-1195. Contact with Juveniles – The facility shall have one or more persons on duty at all times responsible for auditory and visual contact with each juvenile at least every 30 minutes. Contact shall be at least every 15 minutes when juveniles exhibit self-destructive or violent behavior. **LHS**

Compliance Documentation:

- Review supervision logs
- Observation
- Interview staff/inmates

Discussion: None

6VAC15-40-1200. Isolation and Segregation of Juveniles – Isolation cells or segregation within a cellblock shall be utilized only as a protective or disciplinary measure. **LHS**

Compliance Documentation:

- Review isolation/segregation logs
- Observation

Discussion: Those facilities that are certified by the Board of Corrections to hold juveniles must ensure that juveniles are offered the same opportunities as other inmates in the general population.

LOCKUPS

6VAC15-40-1210. Responsibility – The chief of police, town sergeant or, in case of a county's operating a lock-up, the sheriff shall be responsible for seeing that the lock-up is operated in full conformity with this chapter.

Compliance Documentation:

- Interview staff

Discussion: None

6VAC15-40-1220. Coverage – When the lock-up is occupied, at least one employee shall be on duty at all times. **LHS**

Compliance Documentation:

- Interview staff

Discussion: None

6VAC15-40-1230. Search Requirements – The facility shall comply with the search requirements included in §19.2-59.1 of the Code of Virginia.

Compliance Documentation:

- Interview staff

Discussion: None

6VAC15-40-1240. Inspection Requirements – Weekly inspections shall be made and recorded of bars, locks and all security devices. Weekly inspections shall be documented. **LHS**

Compliance Documentation:

- Review documentation of weekly inspections

Discussion: None

6VAC15-40-1250. Commitment and Release – A written record shall be maintained to include name, date and time of commitment and release of all detainees confined in the lock-up.

Compliance Documentation:

- Review written records

Discussion: None

6VAC15-40-1260. Property – Written policy, procedure and practice shall govern the inventory and control of detainee property. The detainee shall sign for all property taken upon admission and returned to him upon release. If the detainee refuses to sign, this shall be witnessed and documented.

Compliance Documentation:

- Review written records

Discussion: None

6VAC15-40-1270. Telephone – Written policy, procedure and practice shall specify that newly admitted inmates who are physically capable are permitted the opportunity to complete at least two local or long distance telephone calls during the admissions process.

Compliance Documentation:

- Review written policy and procedures
- Interview staff

Discussion: None

6VAC15-40-1280. Juvenile Detention – A lock-up shall detain juveniles in strict compliance with §16.1-249, Code of Virginia. **LHS**

Compliance Documentation:

- Interview staff
 - Approval of Board of Corrections
- (Constant supervision is defined as continuous.)

Discussion: None

6VAC15-40-1290. Separate Housing – Males, females and juveniles shall be housed separately. **LHS**

Compliance Documentation:

- Observation
- Interview staff

Discussion: None

6VAC15-40-1300. Protection of Inmates – There shall be written policy for protection of inmates appearing to be vulnerable to physical or sexual attack. **LHS**

Compliance Documentation:

- Review written policy
- Interview staff

Discussion: None

6VAC15-40-1310. Emergency Medical and Mental Health Care – Written policy and procedures shall provide for 24-hour emergency medical and mental health care availability. **LHS**

Compliance Documentation:

- Review written policy and procedures
- Interview staff

Discussion: None

6VAC15-40-1320. Log of Medical Activities – A permanent log shall be maintained on all medical findings, diagnoses, treatment, dispositions,

prescriptions and administration of medications, as discloseable by the Code of Virginia.

Compliance Documentation:

- Review permanent log
- Interview staff

Discussion: None

6VAC15-40-1330. Visiting – Written policy and procedures shall ensure that:

1. There are visiting opportunities limited only by the facility schedules, security, space and personnel constraints;
2. Visitors register upon entry into the facility;
3. Circumstances and methods under which visitors may be searched are delineated;
4. Attorneys are permitted to have confidential visits with their clients; and
5. Any exception to the above is documented in writing.

Compliance Documentation:

- Review written policy and procedures
- Review visitor registration
- Interview staff

Discussion: None

6VAC15-40-1340. Inmate Control – Written policies and procedures shall ensure that punishment shall not be utilized as a means of control or discipline in lock-ups. Tear gas, chemical mace or similar devices shall not be used as punishment and may only be used to control detainees where there is an imminent threat of physical injury. **LHS**

Compliance Documentation:

- Review written policies and procedures
- Interview staff

Discussion: None

6VAC15-40-1350. Incident Reports – A report setting forth, in detail, the pertinent facts of death, escapes and discharging firearms shall be reported to the Local Facilities Unit, Department of Corrections. The initial report should be made by the end of the next workday with a full report submitted at the end of the investigation.

Compliance Documentation:

- Interview staff and Local Facilities Manager

- Review incident reports

Discussion: None

6VAC15-40-1360. Inmate Cleanliness – A detainee shall have access to a washbasin and toilet facility. **LHS**

Compliance Documentation:

- Observation

Discussion: None

6VAC15-40-1370. Facility Cleanliness – The detention area shall be maintained in a clean, dry, hazard free manner. **LHS**

Compliance Documentation:

- Observation

Discussion: None